



## **2017-18 Neighborhood Public Art Mini-Grant Application Form**

### **Important Dates:**

Call for Proposals: Tuesday, July 24<sup>th</sup>, 2017

Mandatory Workshop: Saturday, August 26<sup>th</sup>, 2017

Application Deadline: Wednesday, September 22<sup>nd</sup>, 2017

Presentations to the Arts & Culture Commission: Thursday, September 28<sup>th</sup> or Thursday, October 5<sup>th</sup>, 2017 (as assigned)

Grant Period: December 2017 – August 2018

### **1. Proposed Project:**

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Name of Project Manager or Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email mandatory): \_\_\_\_\_

### **2. Eligibility:**

(Circle one):

Are you at least 18 years old? Yes \_\_\_ No \_\_\_

Did you attend the mandatory workshop? Yes \_\_\_ No \_\_\_

Are you a resident of Richmond? Yes \_\_\_ No \_\_\_

Have you applied or been awarded a Richmond grant before? Yes \_\_\_ No \_\_\_

If Yes:

What year? \_\_\_\_\_

How much was the grant? \_\_\_\_\_

Briefly describe that project in 100 words or less:

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### **3. Application Requirements:**

1. Mandatory attendance to workshop.
2. A completed and signed application form.
3. Images.
4. Resume.
5. Proposed Budget.
6. Optional: supporting materials such as articles, artist statements, postcards, etc..

- 7. Answers can be typed out and attached on separate sheets of paper.
- 8. No exceptions to the above application requirements.

**Additional Participants (list name, address, phone number, and email for each person):**

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**Artistic Discipline:**

(Circle all that apply to the project):

Visual Arts    Mural            Dance            Performing Arts            Media Arts            Environmental  
Literary Arts    Music            Crafts

Other: \_\_\_\_\_

**Describe your artistic practice, experience, and background (500 words or less)**

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**Describe your project (500 words or less)**

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**What are your top 3 goals for your project? (500 words or less)**

1)

2)

3)

**Who is the target audience and/or community for your project? (300 words or less)**

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**How will your target audience and/or community be impacted by your project? (300 words or less)**

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**What community activities will be included in the project? (300 words or less)**

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**List 3 measurable outcomes from your project (300 words or less)**

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**If given the grant, what work will be completed in the first 30, 60, and 90 days of the project, and how will you complete the project? (300 words or less)**

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**What is the start and end date of the proposed project?**

Start date: \_\_\_\_\_ ; End date: \_\_\_\_\_

**Estimated number of youth /adults involved this project:** \_\_\_\_\_ youth \_\_\_\_\_ adults

**Estimated number of people impacted by this project:** \_\_\_\_\_

**Number of organizers/project leaders required:** \_\_\_\_\_

**Specific organizer/project leader skills required (100 words or less)**

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What category does your grant request fall within? (Circle one): \$5-6K \$7-8K \$9-10K

#### 4. Projected Expenses:

Categories	Expenses
1. Project Leader (name)	
<ul style="list-style-type: none"> <li><i>On-site time = Hours x Cost per hour</i></li> </ul>	
<ul style="list-style-type: none"> <li><i>Prep time= 1 hr. prep time for every 2 hrs. project time</i></li> </ul>	
<ul style="list-style-type: none"> <li><i>Meetings = # hrs per meeting x # of meetings</i></li> </ul>	
2. Assistant Coordinator (name, if applicable)	
<ul style="list-style-type: none"> <li><i># of hours dedicated to this project</i></li> <li><i>Cost of Assistant Coordinator per hour x # of hours</i></li> </ul>	
3. Project Meetings with Art Commissioner	
<ul style="list-style-type: none"> <li><i>Mandatory weekly update meetings by phone, email, or onsite</i></li> </ul>	
4. Supplies for entire project	
<ul style="list-style-type: none"> <li><i>Paints, lumber, plywood, brushes, clay, tiles, other</i></li> </ul>	
5. Other project expenses	
6. Transportation costs (if applicable)	
Sub-total	
<b>TOTAL PROJECT COSTS</b>	

#### 5. Volunteer Sources:

Sources	Hours	Confirmed	Pending

**6. References:**

List three references with name, address, phone number, and email:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**7. Project Work Sample:**

Submit 1-5 JPEG images no larger than 10 MB each on a CD with corresponding list indicating title, size, location, and year if applicable.

Image List:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**8. Resume:**

Attach a resume.

**9. Optional:**

Limit additional supporting materials to 3 such as articles, artist statements, postcards, and etc... Do not send original pieces of artwork. They cannot be returned.

**10. Mail Completed Application to:**

Michele Seville, Arts & Culture Manager  
440 Civic Center Plaza, 2<sup>nd</sup> Floor  
Richmond, CA 94804

**Or email to:** michele\_seville@ci.richmond.ca.us

**Signature by Primary Project Contact:**

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_